



## **Missouri Department of Elementary and Secondary Education**

*— Making a positive difference through education and service —*

We are unable to evaluate foreign credentials in this office. Before we can process your application for a Missouri teaching certificate, you must send all transcripts and other certification information to a United States credentialing agency that provides a transcript analysis service. The analysis must be translated into English and include the following: specific course titles, credit hours earned, letter grades received, the cumulative grade point average, and a statement verifying the completed program's equivalency to a United States degree.

After you receive the official analysis from the credentialing agency, you may apply for a Missouri teaching certificate. You will need to complete a Missouri Teacher Certification Application and submit finger-print cards for a Background Check. The certification [requirements](#) are available on the DESE website. The official analysis from the credentialing agency will be accepted in lieu of the institutional recommendation. Upon receipt of the completed application packet, our office will complete a course by course evaluation to determine your eligibility for Missouri certification.

Although we do not endorse any of the agencies listed on the attached page we have contacted each of them and verified that they provide all the information we require. This information was current as of January, 2004.

If you have any further, please contact our office at 573-751-0051.

Educational Credential Evaluators, Inc.  
Post Office Box 514070  
Milwaukee, Wisconsin 53203-3470  
(414) 289-3412  
Fax: (414) 289-3411  
Web Site: [www.ece.org](http://www.ece.org)

International Consultants, Inc. of Delaware  
109 Barksdale Professional Center  
Newark, Delaware 19711  
(302) 737-8715  
Fee: \$175.00 (course by course evaluation and grade point average)  
Contact the agency for instructions before sending documents.

Josef Silny & Associates, Inc.  
International Education Consultants  
Post Office Box 248233  
Coral Gables, Florida 33124  
(305) 273-1616  
Fax: (305) 273-1338  
Fee: \$130.00 (course by course evaluation and grade point average)  
Contact the agency for instructions before sending documents.  
Analysis is usually completed within two weeks.

Academic & Professional International Evaluations, Inc.  
Post Office Box 5787  
Los Alamitos, California 90721-5787  
(310) 594-6498  
Fax: (310) 594-8498  
Fee: \$100.00 (subject breakdown with grades and grade point average)  
Contact the agency for instructions before sending documents.

Credential Evaluation Service, Inc.  
Post Office Box 66940  
Los Angeles, California 90066  
(310) 390-6276  
Fax: (310) 397-7686  
Fee: \$150.00 (detailed report-includes course by course evaluation and grade point average)  
Contact the agency for instructions before sending documents.

Lincoln International Educational Associates  
Credential Evaluation Service  
Post Office Box 3043  
Lawrence, Kansas 66046  
(785) 843-1270  
E-mail: [clincoln@sunflower.com](mailto:clincoln@sunflower.com)  
Fee: \$115.00 (course by course evaluation and grade point average)  
Contact the agency for instructions before sending documents.

World Education Services, Inc.  
Midwest Office  
Post Office Box 11623  
Chicago, IL 60611-0623  
(312) 222-0882 or 1-800-937-3898  
Fax: (312) 222-1217  
E-mail: [MIDWEST@WES.ORG](mailto:MIDWEST@WES.ORG)  
Website: [www.wes.org](http://www.wes.org)  
Fee: \$155.00 (course by course evaluation and grade point average)  
Contact the agency for instructions before sending documents.

Foreign Consultants, Inc.  
Credential Evaluation Services  
3000 Dundee Road  
Suite 209  
Northbrook, IL 60062  
(773) 761-0000 or (847) 498-4499  
Fax: (847) 412-9570  
Email: [info@foreignconsultants.com](mailto:info@foreignconsultants.com)  
Website: [www.foreignconsultants.com](http://www.foreignconsultants.com)  
Fee: \$200.00 (special reports-includes course by course evaluation and grade point average)  
Contact the agency for instructions before sending documents.

# APPLICATION PROCEDURE CHECKLIST FOR MISSOURI TEACHING CERTIFICATE

Your completed application packet must include each of the following items:

☐ **APPLICATION FORM**

Complete Section I, parts A-E. Processing time varies from 2-6 weeks depending on application activity!

☐ **EVALUATION FROM CREDENTIALING AGENCY**

Submit the office report from the credentialing agency in lieu of your foreign transcripts.

☐ **U.S. TRANSCRIPTS**

Official transcripts from **ALL** institutions attended within the **United States** must be provided. Please request that all transcript(s) be sent **TO YOU** in a sealed and signed envelope. The unopened envelope(s) must be included with your application packet. Transcripts may be submitted by the college or university when the institution will not send official transcripts to the applicant.

**NOTE:** An overall minimum grade point average of 2.5 on a 4.0 scale is required for initial certification and also in each additional area of certification.

☐ **APPLICATION FEE**

Include with your application packet a \$50.00 check or money order made payable to "Treasurer, State of Missouri."

Cash will not be accepted. **NOTE:** This fee is for processing your application and cannot be refunded nor does it guarantee that a certificate will be issued.

☐ **BACKGROUND CHECK**

Please refer to the enclosed Background Check Procedures checklist. Any questions regarding this portion of the application process must be directed to the Professional Conduct and Investigations Section at 573/522-8315. Enclose a check or money order for \$38 made payable to "Treasurer, State of Missouri". [You may request a background check packet from our website.](#)

Collect all required documentation and return it in a **SINGLE PACKET**. The application form, transcript(s), and teaching experience form(s) must be received in our office in sealed, official envelopes. The items become the property of the Department of Elementary and Secondary Education and will not be returned or released to other agencies..

**PLEASE BE SURE THAT YOUR APPLICATION PACKET IS COMPLETE!** An incomplete packet will not be processed. Mail the complete application packet to:

**Educator Certification**  
**Post Office Box 480**  
**Jefferson City, MO 65102-0480**  
<http://dese.mo.gov>

[Check the status of your application on our website.](#)

**Do not use this application for counseling, school psychologist, school psychological examiner, vocational or adult education certification.**



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF TEACHER QUALITY AND URBAN EDUCATION  
EDUCATOR CERTIFICATION  
POST OFFICE BOX 480  
JEFFERSON CITY, MISSOURI 65102-0480  
(573) 751-0051

**APPLICATION FOR INITIAL MISSOURI TEACHING CERTIFICATE FOR NON-MISSOURI GRADUATES**

**SECTION I: TO BE COMPLETED BY APPLICANT. DO NOT USE THIS APPLICATION FOR COUNSELING, SCHOOL PSYCHOLOGIST, SCHOOL PSYCHOLOGICAL EXAMINER, OR ANY OTHER NON-CLASSROOM CERTIFICATION.**

**A. VITAL INFORMATION**

\*SOCIAL SECURITY NUMBER

☐ ENCLOSED IS \$50 CHECK OR MONEY ORDER FOR PROCESSING

CURRENT NAME (LAST, FIRST, MIDDLE INITIAL)

ALL MAIDEN/FORMER NAMES

STREET ADDRESS

CITY, STATE, ZIP CODE

DATE OF BIRTH

MALE ☐

FEMALE ☐

PHONE NUMBERS

H ( )

W ( )

**B. LIST ALL STATES WHERE YOU HOLD OR HAVE HELD A TEACHING CERTIFICATE.**

ENCLOSE A NOTARIZED COPY OF EACH CERTIFICATE.

**C. MISSOURI AREA(S) OF CERTIFICATION REQUESTED.**

SUBJECT AREA

GRADE LEVELS

**D. PROFESSIONAL CONDUCT (ALL QUESTIONS MUST BE ANSWERED).**

Applicants must submit two (2) full sets of fingerprints. Fingerprint cards must be obtained from and returned to the Missouri Department of Elementary and Secondary Education, Conduct & Investigations, PO Box 480, Jefferson City, MO 65102-0480 and may be completed by any law enforcement agency.

Please answer the following questions. If any of the questions are answered yes, please provide a separate statement of explanation.

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| A. Have you ever been charged with, convicted or entered a plea, including a plea of <i>nolo contendere</i> , to any felony or misdemeanor whether or not sentence was imposed or suspended, except minor traffic violations? If yes, explain fully.  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have you ever been denied a professional license, certificate, permit, credential, endorsement, or registration?   | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Has your professional license (except for driver's license), certificate, permit, credential, endorsement, or registration ever been disciplined, suspended, revoked, reprimanded, restricted, curtailed or voluntarily surrendered or do you have any pending complaints before any regulatory board or agency or is there any investigation or adverse action now pending against you? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Have you ever resigned, been restricted, disciplined, or discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, unethical behavior or unprofessional conduct, or are you under investigation for any such charge?   | <input type="checkbox"/> | <input type="checkbox"/> |

[\\*View the Social Security Number Disclosure Notice](#)

**E. SWORN AFFIDAVIT**

I, the below named applicant, hereby affirm under penalties of perjury that I am the applicant referred to in the preceding application for a certificate of license to teach in the state of Missouri, and that all statements and enclosures are true and accurate to the best of my knowledge, information and belief. I understand that any misrepresentation of facts may result in the denial or revocation of the requested certificate(s). I submit for consideration this application as required by the Missouri law governing the practice of teaching subject to the rules and regulations of the Missouri Department of Elementary and Secondary Education and the Missouri State Board of Education. I subscribe and agree to abide by all applicable laws and rules regarding the practice of teaching. I understand that the Missouri Department of Elementary and Secondary Education may require further information or evidence that it deems reasonable and proper. Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications. In addition, I grant permission to access any court, FBI, or police records related to arrests and convictions related to good moral character or personal fitness pertinent to my certification, and to probation or parole records as well.

LEGAL SIGNATURE OF APPLICANT

DATE

**ORIGINAL SIGNATURE REQUIRED – NO FAXES OR PHOTOCOPIES!**

<http://dese.mo.gov>